

Retention and Classification Report

Agency: Department of Public Safety. Bureau of Forensic Services (1819)

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Records Officer Pilar Shortsleeve

19927	Combined DNA Information System (CODIS) case files
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AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 19927

3

TITLE: Combined DNA Information System (CODIS) case files

DATES: 1997-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These records document data gleaned from blood samples of convicted offenders. They are used to match an individual to evidence gathered at a crime scene. Information includes instrument printouts of genetic profiles, and records (with signatures) documenting the chain of custody of the blood sample. This information is entered into a data base, which is then shared with the law enforcement community at large.

RETENTION:

Retain 50 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 47 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then erase.

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 19927

TITLE: Combined DNA Information System (CODIS) case files

(continued)

APPRAISAL:

Administrative Historical Legal

This retention is based on the legal value this information holds while adjudicating serious crimes, and as a reference for solving future crimes. This data is a record of the work of the division.

PRIMARY CLASSIFICATION:

Protected UCA 53-10-406 (3)(2008).

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 19929

3

TITLE: Criminalist proficiency test records

DATES: 1994-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document the results of tests the criminalists at the Crime Lab take every one to four years to maintain their accreditation from the American Society of Crime Lab Directors--Laboratory Accreditation Board. The tests measure the employee's ability to obtain correct results when testing evidence. Different tests are given for different areas, including drugs, serology, DNA, glass, hair, fibers, paint, firearms, tool marks, arson, fingerprints, blood spatter, and head lamp and filament specialties. Criminalists typically specialize in only a handful, not all, of the above areas.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 62.

AUTHORIZED: 05/29/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 19929

TITLE: Criminalist proficiency test records

(continued)

APPRAISAL:

Administrative Legal

This retention is based on the legal value the records hold during litigation when the criminalist's training and expertise influence the outcome of the case.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 19930

3

TITLE: Criminalist training files

DATES: 1994-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records provide proof of training received each year by employees at the Crime Lab. They must receive at least forty hours of training per year. These records, in conjunction with the Criminalist proficiency test records, series 19929, make up the quality assurance documentation needed for accreditation. Information includes certificates of completion and similar data.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 62.

AUTHORIZED: 05/29/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

APPRAISAL:

Administrative Legal

This retention is based on the legal value the records hold during litigation when the criminalist's training and expertise influence the outcome of the case.

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 19930

TITLE: Criminalist training files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 19926

3

TITLE: Drug Fire case files

DATES: 1997-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records document the testing of guns used in crimes, most often drug related or involving drive-by shootings. The results may match a particular gun to crime scene evidence. Information includes shell casings, projectiles, police records, and data regarding the unique markings each weapon leaves. This information from the test firing done by the Crime Lab is included in a data base, which is then shared with the law enforcement community at large. Weapons used in crimes are subsequently destroyed or otherwise taken out of circulation.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 45 years and then destroy.

Computer data files: Retain in Office for 50 years and then delete.

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 19926

TITLE: Drug Fire case files

(continued)

APPRAISAL:

Administrative Legal

This retention is based on the legal value this information holds while adjudicating serious crimes.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 11758

3

TITLE: Laboratory procedures

DATES: 1993-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These manuals document policies and procedures. They contain directives used by laboratory personnel as criteria for performing scientific analyses regarding crimes while providing the detailed technical procedures for performing the analyses.

RETENTION:

Retain 25 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 04/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after superseded and then transfer to State Records Center. Retain in State Records Center for 22 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These manuals document policies and procedure changes within the agency.

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 11758

TITLE: Laboratory procedures

(continued)

PRIMARY CLASSIFICATION:

Public

Changed from protected to public at the request of the agency 2/21/2007.

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 10539

3

TITLE: Scientific analyses requests

DATES: 1980-

ARRANGEMENT: Chronological, thereunder numerical by case number

ANNUAL ACCUMULATION: 15.00 cubic feet.

DESCRIPTION:

These records were created by the Crime Laboratory to report results of scientific analyses performed on physical evidence of all crimes. The records are used in court to assist the analyst in giving testimony. Information includes suspect's name, date of birth, laboratory case number, police agency submitting evidence, officer name, agency case number, type of report, victim name, date of occurrence, date evidence is submitted to the laboratory, and results of the analyses. Some physical evidence may also be included with the records.

RETENTION:

Retain 100 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 10539

TITLE: Scientific analyses requests

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the legal value the records hold during initial litigation and the appeals process.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 19928

3

TITLE: Utah Evidence Tracking System (UETS) electronic files

DATES: 1997-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This electronic system documents evidence submitted to the Crime Lab for testing. Local law enforcement agencies use it to file with the Crime Lab presubmission information (before the physical evidence has been sent to them) and to generate reports of test findings. Information includes data regarding the submitting agency, the crime, victims, suspects, and tests requested.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 50 years and then delete.

APPRAISAL:

Administrative

AGENCY: Department of Public Safety. Bureau of Forensic Services

SERIES: 19928

TITLE: Utah Evidence Tracking System (UETS) electronic files

(continued)

PRIMARY CLASSIFICATION:

Protected